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IDENTIFIERS	Mortuary Science

ABSTRACT

This alphabetical compilation of 80 occupational titles for health occupations education is taken from the Dictionary of Occupational Titles, (DOT), 4th edition, 1977. An index shows the arrangement of the occupational titles (together with instructional program and DOT code) according to the United States Office of Education code numbers. For each occupational title the lead statement (a summary of the job title) and general responsibilities (competencies) are provided. Alternate titles (synonyms) and undefined related titles (specializations or variations of the occupational titles) are also noted. (YLB)

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OCCUPATIONAL TITLES

including

JOB DESCRIPTIONS

for

HEALTH OCCUPATIONS EDUCATION

U.S. DEPARTMENT OF EDUCATION
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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

HOW TO USE THE MATERIALS

This material represents a compilation of occupational titles from the current Dictionary of Occupational Titles, 4th ed., 1977. The lead statement (a summary of the job title) and general responsibilities are provided for each occupational title as well as alternate, and undefined, related titles. An alternate title is a synonym for the occupational title. Undefined related titles represent occupations that are either specializations or variations of the occupational titles.

An index is provided to show, for training purposes, the arrangement of the occupational titles according to the U.S. Office of Education (USOE) code numbers.

Occupational titles appearing in this publication are arranged alphabetically.

The following are only a few of the many uses of this publication.

1. To counsel students in short- and long-range career goals,
2. To recruit students for occupational programs,
3. To individualize instruction according to occupational titles,
4. To prepare training plans for students and employers,
5. To help students and teachers identify jobs and potential training stations,
6. To assist employers in clarifying general responsibilities within a job title for training station purposes,
7. To aid instructors in the preparation of progress charts,
8. To evaluate students in the performance of skills within an occupational title, and
9. To inform the community at large of the diversity of occupational training within a vocational program.

We encourage you to coordinate existing instructional materials with the general responsibilities under respective job titles.

INDEX OF APPROVED PRE-EMPLOYMENT AND COOPERATIVE OCCUPATIONS

USOE CODE	INSTRUCTIONAL PROGRAM	DOT CODE	OCCUPATIONAL TITLE
07.0000	Health Occupations Education Cooperative	Select the proper DOT from any listed	
07.0101	*Dental Assisting	079.371-010	Dental Assistant
07.0103	*Dental Laboratory Technology	712.281-010	Dental Ceramist
		712.381-018	Dental Technician, Metal
		712.381-018	Dental Laboratory Technician
		712.381-018	Dental Technician, crown and bridge
		712.381-022	Dental Laboratory Technician Apprentice
		712.381-026	Orthodontic Gold-Band Maker
		712.381-030	Orthodontic Technician
		712.664-010	Dental Ceramist Assistant
		712.681-010	Denture Waxer
		712.681-014	Denture-Model Maker
		712.681-018	Finisher-Denture
		712.684-014	Bite-Block-Maker
07.0203	Medical Laboratory Assisting	078.381-010	Medical Laboratory Assistant
		078.687-010	Laboratory Assistant, Blood and Plasma
		245.367-014	Blood-Donor Unit Assistant
		245.367-018	Calendar Control Clerk
		245.367-018	Blood-Bank Booking Clerk
		381.687-022	Cleaner, Laboratory Equipment
		381.687-022	Equipment Washer
		381.687-022	Laboratory Aide
		381.687-022	Laboratory Assistant
		381.687-022	Laboratory Helper
		381.687-022	Tester Helper
		381.687-022	Glass Washer, Laboratory
		599.685-018	Centrifuge Operator Plasma Processing

USOE CODE	INSTRUCTIONAL PROGRAM	DOT CODE	OCCUPATIONAL TITLE
		599.687-026	Siphon Operator
		599.687-026	Laboratory Assistant
		599.687-026	Pooling Operator
		922.687-054	Laboratory Sample Carrier
07.0303	*Nursing Assistance (Aide)	355.674-014	Nurse Aide
		355.674-014	Hospital Attendant
		355.674-014	Nursing Assistant
		355.674-014	Nurse Aide - Central Supply
		355.674-014	Nurse Aide - Delivery
		355.674-014	Nurse Aide - Nursery
		355.674-014	Nurse Aide - Surgery
		355.674-018	Orderly
*Pre-Employment Laboratory Programs			
	Nursing	355.677-014	Out-Patient Clinic Guide
		355.677-014	Hospital Entrance Attendant
		355.677-014	Hospital Messenger
		359.573-010	Blind Aide
		359.573-010	Clerk Guide
		359.573-010	Escort, Blind
07.0304	Psychiatric Aid	355.377-014	Psychiatric Aide
07.0305	Surgical Technician	079.374-022	Surgical Technician
		079.374-022	Operating Room Technician
		079.374-022	Surgical Orderly
07.0306	Obstetrical Technician	079.367-010	Obstetrical Assistant
07.0307	Home Health Aid	355.674-014	Home Health Aide

USOE CODE	INSTRUCTIONAL PROGRAM	DOT CODE	OCCUPATIONAL TITLE
07.0401	Occupational Therapy	076.364-010	Occupational Therapy Assistant
07.0402	Physical Therapy	076.224-010 076.224-010	Physical Therapy Assistant Physical Therapy Aide
07.0403	Prosthetics	078.361-026	Prosthetics-Assistant
07.0404	Orthotics	078.361-022	Orthotics Assistant
07.0502	Radiation Therapy	355.674-014	Orderly (X-Ray)
07.0601	Ophthalmic Dispensing	713.361-010	Ophthalmic-Technician Apprentice
07.0602	Orthoptics	079.364-018	Orthopedic Physician Assistant
07.0603	Optometrist Assistant	079.364-014 299.474-010	Optometric Assistant Spectacles Adjuster
07.0902	Electrocardiograph Technician	078.362-018	Electrocardiograph Technician
07.0904	Medical Assistant in Physician's Office	079.367-010	Medical Assistant
07.0905	Central Supply Technician	381.687-010 381.687-010 599.585-010	Central Supply Worker Central Supply Aide Sterilizer: Autoclave Operator
07.0907	Medical Emergency Technician	354.677-010 355.374-010 Q79.374-010	First Aid Attendant Ambulance Attendant Emergency Medical Technician

USOE CODE	INSTRUCTIONAL PROGRAM	DOT CODE	OCCUPATIONAL TITLE
07.0908	Diet Clerk	245.587-010	Diet Clerk
07.0909	Mortuary Science	338.371-010	Embalmer Apprentice
		339.361-010	Mortuary Beautician
		355.667-010	Morgue Attendant
07.9900	Other Health Occupations Programs		
07.9900	Pharmacy	074.387-010	Pharmacy Helper
07.9900	Chiropractic Assistant	079.364-010	Chiropractic Assistant
07.9900	Podiatric Assistant	079.374-018	Podiatric Assistant
07.9900	Central Supply	381.687-010	Central Supply Worker
		381.687-010	Central Supply Aide
07.9900	Medical Records	245.362-010	Medical Record Clerk
		245.362-010	Clearing Clerk
07.9900	Ward Clerk	245.362-014	Ward Clerk

AMBULANCE ATTENDANT (medical ser.)

355.374-010

Accompanies and assists Ambulance Driver on calls.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Assists in lifting patient onto wheeled cart or stretcher and into and out of ambulance	
Renders first aid, such as bandaging, splinting, and administering oxygen	
May be required to have Red Cross first-aid training certificate	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

BITE-BLOCK MAKER (medical ser.)

712.684-014

Forms wax bite blocks and impression trays used by Dentist to take impressions of patients' teeth and adjancent portions of jaw, using molding equipment and handtools.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Softens shellac wafer, using gas burner. Spreads and shapes wafer over model of preliminary impression to form tray, using flat-bladed molding tool	
Imbeds metal strip in soft shellac for convenience in handling	
Presses soft wax over plaster model of denture to form bite block . . .	
Trims excess wax from mold and smooths surface, using knife, spatula, and gas burner	
Immerses mold in water to harden wax	
Trims and smooths edges and surfaces of trays and bite blocks, using bench lathe equipped with grinding and buffing wheels	
Rubs finished piece with cotton to obtain lustrous finish	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

BLIND AIDE (per. ser.)

359.573-010

Performs any combination of the following duties to assist blind persons.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Drives motor vehicle to transport blind persons to specified locations according to their personal and business activities	
Carries brief or sample cases	
Assists client with dressing, moving from one location to another, obtaining information or other personal service	
Prepares and maintains records of assistance rendered	
May type correspondence and reports	
May assist teacher of blind in routine classroom activities such as toiletry or group school activities	

ALTERNATE TITLES

Clerk guide

Escort, blind

UNDEFINED RELATED TITLES

BLOOD-DONOR-UNIT ASSISTANT (medical ser.)

245.367-014

Performs any combination of following supportive duties at blood-collection unit of blood bank.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Schedules appointments over telephone for blood donors	
Interviews blood donors and records identifying and blood-credit information on registration form	
Notifies nurse if donor appears to be underweight or too old to give blood	
Takes blood donor's temperature and pulse to assist during medical interview	
Unpacks, labels, and stamps date on empty blood packs	
Posts donor names, blood-control numbers, and donor-group numbers to unit log sheet	
Seals filled blood packs and sample tubes, using handtools and heat-sealing machine	
Serves refreshments, such as coffee, juice, cookies, and jelly beans, to donors to prevent or relieve adverse reactions and to begin replenishment of blood fluids	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

BLOOD-BANK-BOOKING CLERK (medical ser.)

245.367-018

Schedules dates for mobile blood collection units to visit blood-donor groups for nonprofit blood bank.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Determines available date to schedule mobile blood collection units to visit blood-donor group, such as business or fraternal organizations, labor unions, or schools, or for blood-donor groups to visit temporary blood collection stations, based on uncommitted dates, availability of mobile units, location of donor groups, anticipated number of blood donors, and total daily blood collection capacity of blood bank	_____
Prepares tentative weekly schedule and distributes schedule to mobile units and Blood-Donor Recruiters	_____
Notifies staff when change occurs in schedules	_____
Confers with mobile-unit supervisor and Blood-Donor Recruiters to learn changes in information and to advise of any late changes in scheduling	_____
Prepares reports on anticipated and actual blood donations for management	_____

ALTERNATE TITLES

Calendar-Control Clerk, Blood Bank

UNDEFINED RELATED TITLES

CALENDAR-CONTROL CLERK, BLOOD BANK (medical ser.)

245.367-018

Schedules dates for mobile blood collection units to visit blood-donor groups for nonprofit blood bank.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Determines available date to schedule mobile blood collection units to visit blood-donor group, such as business or fraternal organizations, labor unions, or schools, or for blood-donor groups to visit temporary blood collection stations, based on uncommitted dates, availability of mobile units, location of donor groups, anticipated number of blood donors, and total daily blood collection capacity of blood bank	
Prepares tentative weekly schedule and distributes schedule to mobile units and Blood-Donor Recruiters	
Notifies staff when change occurs in schedules	
Confers with mobile-unit supervisor and Blood-Donor Recruiters to learn changes in information and to advise of any late changes in scheduling	
Prepares reports on anticipated and actual blood donations for management	

ALTERNATE TITLES

Blood-bank-booking clerk

UNDEFINED RELATED TITLES

CENTRAL-SUPPLY AIDE (medical ser.)

381.687-010

Cleans, sterilizes, and assembles hospital equipment, supplies, and instruments according to prescribed procedures and techniques performing any combination of the following tasks.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Scrubs and washes surgical instruments, containers, and syringes and equipment, such as aspirators, croupettes, and oxygen suppliers	
Sterilizes instruments, equipment, surgical linens, and supplies, such as surgical packs, treatment trays, and syringes, using autoclave, water sterilizer, or antiseptic solutions	
Prepares packs of supplies and instruments, and dressing and treatment trays, according to designated lists or codes, and wraps, labels, and seals packs	
Sharpens hypodermic needles, using hone or abrasive wheel, and matches syringe barrels and plungers, according to size, trade names, or serial number	
Stores prepared articles and supplies in designated area	
May fill requisitions, write charges, and inventory supplies	
May prepare solutions according to prescribed formula	
May be assigned to such hospital rooms as surgery and delivery rooms .	
May be required to hold Practical Nurse license	

CENTRAL-SUPPLY AIDE (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Central-Supply Worker	

CENTRAL-SUPPLY WORKER (medical ser.)

381.687-010

Cleans, sterilizes, and assembles hospital equipment, supplies, and instruments according to prescribed procedures and techniques.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Scrubs and washes surgical instruments, containers, syringes, and equipment, such as aspirators, croupettes, and oxygen suppliers	
Sterilizes instruments, equipment, surgical linens, and supplies, such as surgical packs, treatment trays, and syringes, using autoclave, water sterilizer, or antiseptic solutions	
Prepares packs of supplies and instruments, and dressing and treatment trays, according to designated lists or codes, and wraps, labels, and seals packs	
Sharpens hypodermic needles using hone or abrasive wheel, and matches syringe barrels and plungers, according to size, trade names, or serial number	
Stores prepared articles and supplies in designated areas	
May fill requisitions, write charges, and inventory supplies	
May prepare solutions according to prescribed formula	
May be assigned to such hospital rooms such as surgery, and delivery rooms	
May be required to hold Practical Nurse license	

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Central Supply Aide	

CENTRIFUGE OPERATOR, PLASMA PROCESSING
(drug. prep. & rel. prod.; medical ser.)

599.685-018

Tends centrifuges which separate plasma from whole blood for extraction of plasma.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Packs plastic bags containing freshly drawn whole blood (whole blood units) into designated containers in centrifuge	
Fastens centrifuge cover and depresses switch to activate centrifuge mechanism	
Removes centrifuged whole blood units after designated time, examines each to confirm separation of plasma from whole blood, and places each whole blood unit in plasma extractor, positioning holes at top of plastic bag on metal prongs	
Inserts plastic tube of transfer unit into each whole blood unit and observes process as plasma is extracted from upper portion of plastic bag into bottle, to make certain that no red blood cells are drawn into plasma bottle	
Seals off bottle and returns plasma bottle to rack	
Removes blood unit from holder and gives to nursing personnel for return to donor	
Marks each plasma bottle with blood group as indicated on plastic bag to assure separation of blood groups and prevent cross-contamination of blood groups during fractionation	
Stores filled bottles of plasma in freezer	
Cleans centrifuges and work area	

CENTRIFUGE OPERATOR, PLASMA PROCESSING (continued)

ALTERNATE TITLES

UNDEFINED RELATED TITLES

CHARTING CLERK (medical ser.)

245.362-010

Compiles, verifies, and files medical records of hospital or clinic patients and compiles statistics for use in reports and surveys.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Prepares folders and maintains records of newly admitted patients . . .	
Reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure	
Reviews inpatient and emergency room records to insure presence of required reports and Physicians' signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration	
Checks list of discharged patients to insure receipt of all current records	
Compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered	
Records diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms	
May maintain death log. May type and process birth certificates. May assist other workers with coding of records. May make copies of medical records, using duplicating equipment	
May schedule and post results of laboratory tests to records	

CHARTING CLERK (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES
	Medical-Record Clerk

CHIROPRACTOR ASSISTANT (medical ser.)

079.364-010

Aids Chiropractor during physical examination of patients, gives specified office treatments, and keeps patients' records.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Writes history of patient's accident or illness, and shows patient to examining room	
Aids Chiropractor in lifting and turning patient under treatment	
Gives physiotherapy treatments, such as diathermy, galvanics, or hydrotherapy, following directions of Chiropractor	
Takes and records patient's temperature and blood pressure, assists in X-ray procedures, and gives first aid	
Answers telephone, schedules appointments, records treatment information on patient's chart, and fills out insurance forms	
Prepares and mails patient's bills	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

CLEANER, LABORATORY EQUIPMENT (any ind.)

381.687-022

Cleans laboratory equipment, such as glassware, metal instruments, sinks, tables, and test panels, using solvents, brushes, and rags.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Mixes water and detergents or acids in container to prepare cleaning solution according to specifications	
Washes, rinses, and dries glassware and instruments, using water, acetone bath, and cloth or hot-air dryer	
Scrubs walls, floors, shelves, tables, and sinks, using cleaning solution and brush	
May sterilize glassware and instruments, using autoclave	
May fill tubes and bottles with specified solutions and apply identification labels	
May label and file microscope slides	
May arrange specimens and samples on trays to be placed in incubators and refrigerators	
May deliver supplies and laboratory specimens to designated work areas, using handtruck	
May tend still that supplies laboratory with distilled water	

CLEANER, LABORATORY EQUIPMENT (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Equipment Washer	Glass Washer, Laboratory--May clean glassware only
Laboratory Aid	
Laboratory Assistant	
Laboratory Helper	
Laborer, laboratory	
Tester Helper	

CLERK GUIDE (per. ser.)

359.573-010

Performs any combination of the following duties to assist blind persons.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Drives motor vehicle to transport blind persons to specified locations according to their personal and business activities	
Carries brief or sample cases	
Assists client with dressing, moving from one location to another, obtaining information or other personal service	
Prepares and maintains records of assistance rendered	
May type correspondence and reports	
May assist teacher of blind in routine classroom activities such as toiletry or group school activities	

ALTERNATE TITLES

Blind Aide

Escort, Blind

UNDEFINED RELATED TITLES

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DENTAL ASSISTANT (medical ser.)

079.371-010

Assists Dentist engaged in diagnostic, operative, surgical, periodontal, preventive, orthodonic, removable and fixed prosthodontic, endodontic, and pedodontic procedures during examination and treatment of patients.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Provides diagnostic aids including exposing radiographs, taking and recording medical and dental histories, recording vital signs, making preliminary impressions for study casts, and making occlusal registrations for mounting study casts	
Performs clinical supportive functions including preparing and dismissing patients; sterilizing and disinfecting instruments and equipment; providing postoperative instructions prescribed by Dentist; and preparing tray setups for dental procedures	
Assists Dentist in management of medical and dental emergencies	
Assists in maintaining patient treatment records and maintaining operatory equipment and instruments	
Performs such laboratory procedures as pouring, trimming, and polishing study casts; fabricating custom impression trays from preliminary impressions; cleaning and polishing removable appliances; and fabricating temporary restorations	
Provides oral hygiene instruction, such as conducting plaque control program.	
Performs basic business office procedures, including maintaining appointment control, receiving payment for dental services, and maintaining supply order	

DENTAL ASSISTANT (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES

DENTAL CERAMIST (medical ser.)

712.281-010

Applies layers of porcelain paste or acrylic resins over metal framework to form dental prosthesis, such as crowns, bridges, and tooth facings, according to Dentist's prescription, using spatula, brushes, and baking oven.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Mixes porcelain paste or acrylic resins to color of natural teeth according to prescription	
Applies mixture over metal framework, using brushes and spatula	
Brushes excess mixture from denture and places denture in oven to harden. Removes denture from furnace, brushes on additional layer of mixture, and shapes mixture to contour of denture, using spatula . .	
Repeats mixture-application process and baking until denture conforms to specifications	
Verifies accuracy of tooth dimensions and occlusion of teeth, using micrometer and articulator	
May solder metal clasps, positioners, and hooks to removable orthodontic appliances	

ALTERNATE TITLES

Ceramics Technician

Ceramist

UNDEFINED RELATED TITLES

DENTAL CERAMIST ASSISTANT (medical ser.)

712.664-010

Performs any combination of following tasks to assist Dental Ceramist in molding dental prostheses, such as crowns, bridges, and tooth facings.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Brushes liquid separating solution on tip of tooth die and covers die with wax sheet	
Invests wax impressions in plaster molds, and inserts mold in furnace to melt wax	
Positions mold in casting machine to cast metal framework	
Removes metal framework from mold, using sandblasting equipment or hammer. Smooths rough spots from framework, using abrasive grinding wheel	
May mix porcelain or acrylic resin solution to match color of natural teeth, under direction of Dental Ceramist	
May fill wax impression of tooth with graphite solution, plate impression in electroplating machine, remove die from machine, and apply acrylic resin to base of die, using spatula, to fabricate copper dies for dentures	

ALTERNATE TITLES

Porcelain finisher

Porcelain waxer

UNDEFINED RELATED TITLES

DENTAL-LABORATORY TECHNICIAN (medical ser.)

712.381-018

Fabricates and repairs full and partial dentures according to Dentist's prescription, using handtools, molding equipment, and bench fabricating machines.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Reads prescription and examines models and impressions to determine type of denture to be made or repaired, applying knowledge of oral anatomy and restoration procedures	
Positions teeth in wax model in specified plane of occlusal harmony . .	
Molds wax around base of teeth and verifies accuracy of occlusion, using articulator	
Molds wax over denture setup to form contours of gums, using knives and spatula	
Routes workpiece to Dental Ceramist for casting	
Removes plastic particles and excess plastic from surfaces of cast dentures, using bench lathe equipped with grinding and buffing wheels. .	
Casts plaster models of dentures to be repaired. Selects and mounts replacement teeth in model to match color and shape of natural or adjacent teeth, using color chart and tooth illustrations	
Casts plastic reproductions of gums, using acrylics and molding equipment	
Fills cracks and separations in dentures with plastic, using knives and spatula	
Rebuilds denture linings to duplicate original thickness, contour, and color according to specifications, using plastic	

DENTAL-LABORATORY TECHNICIAN (continued)

Cures denture plastic in pressure pot or oven . . . . . _____

Tests repaired dentures for accuracy of occlusion, using articulator. . _____

Polishes metal, plastic, and porcelain surfaces to specified finish, using grinding and buffing wheels . . . . . _____

Bends and solders gold and platinum wire to construct wire frames for dentures, using soldering gun and handtools . . . . . _____

May fabricate denture wire, using centrifugal casting machine . . . . . _____

May confer with Dentist to resolve problems in design and setup of dentures . . . . . _____

ALTERNATE TITLES

Dental Technician

UNDEFINED RELATED TITLES

Dental Technician, Crown and Bridge

Dental Technician, Metal

DENTAL-LABORATORY-TECHNICIAN APPRENTICE (medical ser.)

712.381-022

Fabricates and repairs full and partial dentures according to DENTIST'S (medica prescription, using handtools, molding equipment, and bench fabricating machin

GENERAL RESPONSIBILITIES

Reads prescription and examines models and impressions to determine type of denture to be made or repaired, applying knowledge of oral anatomy and restoration procedures . . . . . .

Positions teeth in wax model in specified plane of occlusal harmony . . . .

Molds wax around base of teeth and verifies accuracy of occlusion, using articulator . . . . . .

Molds wax over denture setup to form contours of gums, using knives and spatula . . . . . .

Routes workpiece to DENTAL CERAMIST (medical ser.) for casting . . . . . .

Removes plastic particles and excess plastic from surfaces of cast dentures, using bench lathe equipped with grinding and buffing wheels . . .

Casts plaster models of dentures to be repaired . . . . . .

Selects and mounts replacement teeth in model to match color and shape of natural or adjacent teeth, using color chart and tooth illustrations . . . . . .

Fills cracks and separations in dentures with plastic, using knives and spatula . . . . . .

DENTAL-LABORATORY-TECHNICIAN APPRENTICE (continued)

Rebuilds denture linings to duplicate original thickness, contour, and color according to specifications, using plastic . . . . . _____

Cures denture plastic in pressure pot or oven . . . . . _____

Tests repaired dentures for accuracy of occlusion, using articulator . . . . _____

Polished metal, plastic, and porcelain surfaces to specified finish, using grinding and buffing wheels . . . . . _____

Bends and solders gold and platinum wire to construct wire frames for dentures, using soldering gun and handtools . . . . . _____

Fabricates denture wire, using centrifugal casting machine . . . . . _____

Confers with DENTIST (medical ser.) to resolve problems in design and setup of dentures * . . . . . _____

* An apprentice is a worker who learns, according to written or oral contractual agreement, a recognized skilled craft or trade requiring one or more years of on-the-job training through job experience supplemented by related instruction, prior to being considered a qualified skilled worker.

ALTERNATE TITLES

Dental-Technician Apprentice

UNDEFINED RELATED TITLES

Dental Technician, Crown and Bridge

Dental Technician, Metal

DENTAL TECHNICIAN, CROWN AND BRIDGE (medical ser.)

712.381-018

Lays out design of metal framework and clasps for partial dentures on plaster model, according to Dentist's prescription.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Determines greatest convexity of abutment (supporting) teeth, using dental surveyor	
Measures depth of undercut with gages of micro-analyzer to determine position of clasp ends and to insure adequate retention on abutment . .	
Draws outline of frame and position of clasps on model	
Applies wax to abutment teeth and gingival (gum) area with heated spatula to eliminate undercuts and relieve pressure of frame on gum . .	
Selects porcelain tooth that matches shape and shade of natural teeth	
Verifies fit of tooth on model	
Grinds tooth of prescribed size and fit, using dental lathe	
Examines work for conformance to specifications	
Traces outline of framework and clasps of original model onto duplicate model for use by Waxer, Metal, Partial Denture in building up work pattern	

DENTAL TECHNICIAN, CROWN AND BRIDGE (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Dental Technician, Metal	

DENTAL TECHNICIAN, METAL (medical ser.)

712.381-018

Lays out design of metal framework and clasps for partial dentures on plaster model, according to Dentist's prescription.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Determines greatest convexity of abutment (supporting) teeth, using dental surveyor	_____
Measures depth of undercut with gages of micro-analyzer to determine position of clasp ends and to insure adequate retention on abutment . .	_____
Draws outline of frame and position of clasps on model	_____
Applies wax to abutment teeth and gingival (gum) area with heated spatula to eliminate undercuts and relieve pressure of frame on gum . .	_____
Selects porcelain tooth that matches shape and shade of natural teeth	_____
Verifies fit of tooth on model	_____
Grinds tooth to prescribed size and fit, using dental lathe	_____
Examines work for conformance to specifications	_____
Traces outline of framework and clasps of original model onto duplicate model for use by Waxer, Metal, Partial Denture in building up work pattern	_____

DENTAL TECHNICIAN, METAL (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES

DENTURE-MODEL MAKER (medical ser.)

712.681-014

Forms plaster, metal, plastic, or rubber models and molds from dental impressions and wax models of dentures and dental appliances, using casting equipment and handtools.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Mixes specified amounts of special plaster and water or other model-making ingredients, by hand or electric mixer-vibrator, to form compound used for models and molds	
Pours mixture into impressions to form models for upper and lower dentures	
Melts pieces of gold, silver, or other metal, using gas torch, and casts inlays, crowns, and pontics for fixed bridges, using centrifugal casting machine	
Packs plastic mixture or composition rubber strips in molds to cast orthodontic appliances, such as tooth positioners, mouthguards, and retainers	
Positions models in articulator and verifies occlusions	
Packs plaster or other denture-making ingredient around wax model of denture to form model or matrix for casting denture	
Places mold in boiling water to melt wax from cast model	
Scrapes remaining wax from model, using knife, and washes model in soapy solution to remove dirt and foreign matter	

DENTURE-MODEL MAKER (continued)

ALTERNATE TITLES

UNDEFINED RELATED TITLES

DENTURE WAXER (medical ser.)

712.681-010

Molds wax over denture setup to form contour molds of gums, palates, bridges, and other denture surfaces for use in casting plaster models or metal framework of dentures, using molding equipment and handtools.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Applies softened wax to base of denture setup and fills space between adjacent teeth, using spatula and fingers. Carves and shapes wax, using scraper, knife, and heated spatula to form natural-appearing denture contours	_____
Immerses denture in cold water to harden wax	_____
Rubs surface with cotton to obtain lustrous finish	_____
Attaches wax rod to pattern to form sprue for casting	_____
May mix plaster or melt metals and pour plaster or molten metal in contour molds to form model for duplicate casting	_____
May verify occlusion of teeth, using articulator	_____
May construct wax bite blocks and plastic trays	_____

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Waxer	Denture-Model Maker
Metal	Bite-Block Maker
Partial denture	

DIET CLERK (medical ser.)

245.587-010

Compiles dietary information for use by kitchen personnel in preparation of foods for hospital patients.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Examines diet order received from wards and tallies portions and foods of general and soft diets	_____
Marks tally figures on master menu to inform kitchen personnel of food requirements	_____
Processes new diets and changes as required	_____
Tallies quantities of specific foods, such as vegetables and meats to be prepared in kitchen	_____
Types menus, discharge diets, and diet-tray cards	_____
Maintains records of and prepares reports on perpetual inventory, food purchases, meals served, and food costs	_____

ALTERNATE TITLES

Diet Aide

Dietary Clerk

UNDEFINED RELATED TITLES

ELECTROCARDIOGRAPH TECHNICIAN (medical ser.)

078.362-018

Records electromotive variations in action of heart muscle, using electrocardiograph machine, to provide data for diagnosis of heart ailments.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Attaches electrodes to specified areas of patient's body	
Turns selector switch, and moves chest electrode to successive positions across chest to record electromotive variations occurring in various areas of heart muscle	
Presses button to mark tracing paper to indicate positions of chest electrodes	
Replenishes supply of paper and ink in machine and reports malfunctions	
Edits and mounts final results and forwards results to Cardiologist for analysis and interpretation	

ALTERNATE TITLES

e.k.g. Technician

UNDEFINED RELATED TITLES

EMBALMER APPRENTICE (per. ser.)

338.371-014

Prepares bodies for interment in conformity with legal requirements.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Washes and dries body, using germicidal soap and towels or hot air drier	
Inserts convex celluloid or cotton between eyeball and eyelid to prevent slipping and sinking of eyelid	
Presses diaphragm to evacuate air from lungs	
May join lips, using needle and thread or wire	
Packs body orifices with cotton saturated with embalming fluid to prevent escape of gases or waste matter	
Makes incision in arm or thigh, using scalpel, inserts pump tubes into artery, and starts pump that drains blood from circulatory system and replaces blood with embalming fluid	
Incises stomach and abdominal walls and probes internal organs, such as bladder and liver, using trocar to withdraw blood and waste matter from organs	
Attaches trocar to pump-tube, starts pump, and repeats probing to force embalming fluid into organs	
Closes incisions, using needle and suture	
Reshapes or reconstructs disfigured or maimed bodies, using materials, such as clay, cotton, plaster of paris, and wax	

EMBALMER APPRENTICE (continued)

Applies cosmetics to impart lifelike appearance . . . . . _____

Dresses body and places body in casket . . . . . _____

May arrange funeral details, such as type of casket or burial dress and place of interment . . . . . _____

May maintain records, such as itemized list of clothing or valuables delivered with body and names of persons embalmed . . . . . _____

* An apprentice is a worker who learns, according to written or oral contractual agreement, a recognized skilled craft or trade requiring one or more years of on-the-job training through job experience supplemented by related instruction, prior to being considered a qualified skilled worker.

ALTERNATE TITLES

UNDEFINED RELATED TITLES

EMERGENCY MEDICAL TECHNICIAN (medical ser.)

079.374-010

Administers first-aid treatment to and transports sick or injured persons to medical facility, working as member of emergency medical team.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Responds to instructions from emergency medical dispatcher and drives specially equipped emergency vehicle to specified location	
Monitors communication equipment to maintain contact with dispatcher . .	
Removes or assists in removal of victims from scene of accident or catastrophe	
Determines nature and extent of illness or injury, or magnitude of catastrophe, to establish first aid procedures to be followed or need for additional assistance, basing decisions on statements of persons involved, examination of victim or victims, and knowledge of emergency medical practice	
Administers prescribed first-aid treatment at site of emergency, or in specially equipped vehicle, performing such activities as application of splints, administration of oxygen or intravenous injections, treatment of minor wounds or abrasions, or administration of artificial resuscitation	
Communicates with professional medical personnel at emergency treatment facility to obtain instructions regarding further treatment and to arrange for reception of victims at treatment facility	
Assists in removal of victims from vehicle and transfer of victims to treatment center	

EMERGENCY MEDICAL TECHNICIAN (continued)

Assists treatment center admitting personnel to obtain and record information related to victims' vital statistics and circumstances of emergency . . . . . _____

Maintains vehicles and medical and communication equipment and replenishes first-aid equipment and supplies . . . . . _____

May assist in controlling crowds, protecting valuables, or performing other duties at scene of catastrophe . . . . . _____

May assist professional medical personnel in emergency treatment administered at medical facility . . . . . _____

ALTERNATE TITLES

UNDEFINED RELATED TITLES

EQUIPMENT WASHER (any ind.)

381.687-022

Cleans laboratory equipment, such as glassware, metal instruments, sinks, tables, and test panels, using solvents, brushes, and rags.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Mixes water and detergents or acids in container to prepare cleaning solution according to specifications	
Washes, rinses, and dries glassware and instruments. using water, acetone bath, and cloth or hot-air dryer	
Scrubs walls, floors, shelves, tables, and sinks, using cleaning solution and brush	
May sterilize glassware and instruments, using autoclave	
May fill tubes and bottles with specified solutions and apply identification labels	
May label and file microscope slides	
May arrange specimens and samples on trays to be placed in incubators and refrigerators	
May deliver supplies and laboratory specimens to designated work areas, using handtruck	
May tend still that supplies laboratory with distilled water	

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Cleaner, Laboratory Equipment	Glass Washer, Laboratory--May clean glassware only
Laboratory Aid	
Laboratory Assistant	
Laboratory Helper	
Laborer, Laboratory	
Tester Helper	

ESCORT, BLIND (per. ser.)

359.573-010

Performs any combination of the following duties to assist blind persons.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Drives motor vehicle to transport blind persons to specified locations according to their personal and business activities	
Carries brief or sample cases	
Assists client with dressing, moving from one location to another, obtaining information or other personal service	
Prepares and maintains records of assistance rendered	
May type correspondence and reports	
May assist teacher of blind in routine classroom activities such as toiletry or group school activities	

ALTERNATE TITLES

Blind Aide

Clerk Guide

UNDEFINED RELATED TITLES

FINISHER, DENTURE (medical ser.)

712.681-018

Polishes, cleans, and adjusts dentures and dental appliances to obtain specified finish, using handtools, polishing wheels, and cleaning equipment.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Removes mold from flask, using ejector press, and breaks investment from denture, using hammer and chipping tool	_____
Holds denture against polishing machine attachments, such as burs, acrylic trimmers, felt cones, and brush wheels to remove plaster particles, excess plastic from facial lingual, and palatal surfaces, and to debur and remove flashing from metal surfaces	_____
Removes excess plastic from between teeth, using sharp pointed tool . .	_____
Fills chipped or low spots in surfaces of plastic areas with acrylic resins, using brush	_____
Repairs and adjusts metal framework of dentures, using soldering iron, welding equipment, drills, and handtools	_____
Holds denture against buffing wheel to obtain natural lustrous finish .	_____
Verifies occlusion of dentures, using articulator	_____
Places finished denture in ultrasonic cleaning vessel to remove plastic particles and polishing compound	_____

FINISHER, DENTURE (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Metal finisher	
Polisher	

ALTERNATE TITLES

Nurse Aide

Nursing Assistant

UNDEFINED RELATED TITLES

Nurse Aide, Central Supply--May clean, sterilize, store, prepare, and issue dressing packs, treatment trays, and other supplies

Nurse Aide, Delivery--May prepare patients for delivery and clean delivery rooms

Nurse Aide, Nursery--May bathe, weigh, dress, and feed newborn babies

Nurse Aide, Surgery--May clean, sterilize, and assemble into packs, supplies and instruments used in surgery, and maintain cleanliness and order of operating rooms

FIRST-AID ATTENDANT (any ind.)

354.677-010

Renders first aid and subsequent treatment to injured or ill employees at industrial plant, commercial establishment, mine, or construction site.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Sterilizes, disinfects, anoints, and bandages minor cuts and burns . . .	
Applies artificial respiration or administers oxygen, in cases of suffocation and asphyxiation	
Administers medications, such as aspirin or antiseptic solution, to relieve pain or prevent infection until patient can receive professional care, and gives prescribed medicines and treatments for illness	
Changes beds, cleans equipment, and maintains infirmary for ward patients	
Aids Physician during emergency situations	
Keeps personal and medical records of employees	

ALTERNATE TITLES

Nurse, First Aid

UNDEFINED RELATED TITLES

GLASS WASHER, LABORATORY (any ind.)

381.687-022

Cleans laboratory equipment, such as glassware, metal instruments, sinks, tables, and test panels, using solvents, brushes, and rags.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Mixes water and detergents or acids in container to prepare cleaning solution according to specifications	
Washes, rinses, and dries glassware and instruments, using water, acetone bath, and cloth or hot-air drier	
Scrubs walls, floors, shelves, tables, and sinks, using cleaning solution and brush	
May sterilize glassware and instruments, using autoclave	
May fill tubes and bottles with specified solutions and apply identification labels	
May label and file microscope slides	
May arrange specimens and samples on trays to be placed in incubators and refrigerators	
May deliver supplies and laboratory specimens to designated work areas, using handtruck	
May tend still that supplies laboratory with distilled water	
May clean glassware only	

GLASS WASHER, LABORATORY (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Equipment Washer	
Laboratory Aid	
Laboratory Assistant	
Laboratory Helper	
Laborer, Laboratory	
Tester Helper	
Cleaner, Laboratory Equipment	

HOME HEALTH AIDE (per. ser.)

355.674-014

Assists in care of hospital patients, under direction of nursing and medical staff.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Answers signal lights and bells to determine patients' needs	
Bathes, dresses, and undresses patients	
Serves and collects food trays and feeds patients requiring help	
Transports patients to treatment units, using wheelchair or wheeled carriage, or assists them to walk	
Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights	
Dusts and cleans patients' rooms	
Changes bed linens, runs errands, directs visitors, and answers telephone	
Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed	
May apply compresses and hot water bottles	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

HOSPITAL ATTENDANT (medical ser.)

355.674-014

Assists in care of hospital patients, under direction of nursing and medical staff.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Answers signal lights and bells to determine patients' needs	
Bathes, dresses, and undresses patients	
Serves and collects food trays and feeds patients requiring help	
Transports patients to treatment units, using wheelchair or wheeled carriage, or assists them to walk	
Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights	
Dusts and cleans patients' rooms	
Changes bed linens, runs errands, directs visitors, and answers telephone	
Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed	
May apply compresses and hot water bottles	

HOSPITAL ENTRANCE ATTENDANT (medical ser.)

355.677-014

Directs or escorts incoming patients or visitors from hospital admitting office or reception desk to designated area in hospital or clinic.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Carries patient's luggage	
Assists patient in walking to prevent accidents by falling, or transports nonambulatory patient, using wheelchair	
Delivers messages and file papers for office staff	

ALTERNATE TITLES

Hospital messenger

UNDEFINED RELATED TITLES

Admitting-Office Guide; Out-Patient-Clinic Guide--May be designated according to area assigned

HOSPITAL MESSENGER (medical ser.)

355.677-014

Directs or escorts incoming patients or visitors from hospital admitting office or reception desk to designated area in hospital or clinic.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Carries patient's luggage	
Assists patient in walking to prevent accidents by falling, or transports nonambulatory patient, using wheelchair	
Delivers messages and file papers for office staff	

ALTERNATE TITLES

Hospital Entrance Attendant

UNDEFINED RELATED TITLES

Admitting-Office Guide; Out-Patient-Clinic Guide--May be designated according to area assigned

LABORATORY AIDE (any ind.)

381.687-022

Cleans laboratory equipment, such as glassware, metal instruments, sinks, tables, and test panels, using solvents, brushes, and rags.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Mixes water and detergents or acids in container to prepare cleaning solution according to specifications	
Washes, rinses, and dries glassware and instruments, using water, acetone bath, and cloth or hot-air dryer	
Scrubs walls, floors, shelves, tables, and sinks, using cleaning solution and brush	
May sterilize glassware and instruments, using autoclave	
May fill tubes and bottles with specified solutions and apply identification labels	
May label and file microscope slides	
May arrange specimens and samples on trays to be placed in incubators and refrigerators	
May deliver supplies and laboratory specimens to designated work areas, using handtruck	
May tend still that supplies laboratory with distilled water	

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Equipment Washer	Glass Washer, Laboratory--May clean glassware only
Cleaner, Laboratory Equipment	
Laboratory Assistant	
Laboratory Helper	
Laborer, Laboratory	
Tester Helper	

LABORATORY ASSISTANT (drug. prep. & rel. prod.; medical ser.)

599.687-026

Siphons human blood plasma into pooling bottles for processing or storage.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Removes cap from donor bottle and punctures stopper with needle	
Connects vacuum pump to donor and pool bottles, using sterile glass and rubber tubing	
Opens vacuum valve to siphon plasma into pooling bottle	
Draws off and labels sample from each pool bottle	
May introduce sterile, compressed air into pool bottles to transfer plasma to individual containers	

ALTERNATE TITLES

Siphon Operator

Pooling Operator

UNDEFINED RELATED TITLES

LABORATORY ASSISTANT (any ind.)

381.687-022

Cleans laboratory equipment, such as glassware, metal instruments, sinks, tables, and test panels, using solvents, brushes, and rags.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Mixes water and detergents or acids in container to prepare cleaning solution according to specifications	
Washes, rinses, and dries glassware and instruments, using water, acetone bath, and cloth or hot-air dryer	
Scrubs walls, floors, shelves, tables, and sinks, using cleaning solution and brush	
May sterilize glassware and instruments, using autoclave	
May fill tubes and bottles with specified solutions and apply identification labels	
May label and file microscope slides	
May arrange specimens and samples on trays to be placed in incubators and refrigerators	
May deliver supplies and laboratory specimens to designated work areas, using handtruck	
May tend still that supplies laboratory with distilled water	

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Equipment Washer	Glass Washer, Laboratory--May clean glassware only
Laboratory Aid	
Cleaner, Laboratory Equipment	
Laboratory Helper	
Laborer, Laboratory	
Tester Helper	

LABORATORY ASSISTANT, BLOOD AND PLASMA
(drug. prep. & rel. prod.; medical ser.)

078.687-010

Performs routine laboratory tasks related to processing whole blood and blood components.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Centrifuges whole blood to produce various components including packed red cells, platelet concentrate, washed red cells, and plasma	
Examines blood stock at designated intervals to confirm that all units are in satisfactory condition	
Observes thermostats on storage units to confirm that temperature remains constant at designated temperature	
Inspects blood units returned from the hospitals to determine whether plasma can be salvaged and if so refers to plasma salvage unit	
Confirms that sedimentation has occurred and color is normal, and that containers are in satisfactory condition	
Cleans and maintains laboratory equipment, supplies and laboratory . . .	
Performs related clerical duties including updating statistical records, labeling tubes, and scheduling processing runs	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

LABORATORY HELPER (any ind.)

381.687-022

Cleans laboratory equipment, such as glassware, metal instruments, sinks, tables, and test panels, using solvents, brushes, and rags.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Mixes water and detergents or acids in container to prepare cleaning solution according to specifications	
Washes, rinses, and dries glassware and instruments, using water, acetone bath, and cloth or hot-air dryer	
Scrubs walls, floors, shelves, tables, and sinks, using cleaning solution and brush	
May sterilize glassware and instruments, using autoclave	
May fill tubes and bottles with specified solutions and apply identification labels	
May label and file microscope slides	
May arrange specimens and samples on trays to be placed in incubators and refrigerators	
May deliver supplies and laboratory specimens to designated work areas, using handtruck	
May tend still that supplies laboratory with distilled water	

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Equipment Washer	Glass Washer, Laboratory--May clean glassware only
Laboratory Aid	
Laboratory Assistant	
Cleaner, Laboratory Equipment	
Laborer, Laboratory	
Tester Helper	

LABORATORY-SAMPLE CARRIER (any ind.)

922.687-054

Collects samples of products or raw materials for laboratory analysis, performing any combination of following tasks.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Turns valves or dips sample container to transfer liquid samples from pipeline, processing equipment, tanks, or other vessels to test tubes, bottles, or buckets	_____
Transfers dry samples, such as ore, grain, crystals, powder, or granular material to containers, using shovel, hand scoop, sample stick, or special handtool	_____
Labels sample containers with identifying data, location of sample, and time collected	_____
Delivers samples to laboratory for analysis	_____
Cleans sample containers, using specified cleaning agents and brushes or scrapers	_____
Usually gathers samples at specified locations, stages of processing, and time interval	_____

ALTERNATE TITLES

UNDEFINED RELATED TITLES

MEDICAL ASSISTANT (medical ser.)

079.367-010

Performs following duties under direction of Physician in examination and treatment of patients.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Prepares treatment rooms for examination of patient	
Drapes patients with covering and positions instruments and equipment .	
Hands instruments and materials to doctor as directed	
Sterilizes and cleans instruments	
Prepares inventory of supplies to determine items to be replenished . .	
Interviews patients and checks pulse, temperature, blood pressure, weight, and height	
May operate equipment, give injections or treatments, and assist in laboratory	
May schedule appointments, receive money for bills, keep X-ray and other medical records, perform secretarial tasks, complete insurance forms, and maintain financial records	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

MEDICAL-LABORATORY ASSISTANT (medical ser.)

078.381-010

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Performs routine tests in medical laboratory under supervision of Medical Technologist or other qualified individual, utilizing prescribed procedures in urinalysis, hematology, serology, and bacteriology . . .	
May perform routine tests in chemistry	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

MEDICAL-RECORD CLERK (medical ser.)

245.362-010

Compiles, verifies, and files medical records of hospital or clinic patients and complies statistics for use in reports and surveys.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Prepares folders and maintains records of newly admitted patients . . .	
Reviews contents of patients' medical record folders, assembles into standard order, and files according to established procedure	
Reviews inpatient and emergency room records to insure presence of required reports and Physicians' signatures, and routes incomplete records to appropriate personnel for completion or prepares reports of incomplete records to notify administration	
Checks list of discharged patients to insure receipt of all current records	
Compiles daily and periodic statistical data, such as admissions, discharges, deaths, births, and types of treatment rendered	
Records diagnoses and treatments, including operations performed, for use in completing hospital insurance billing forms	
May maintain death log. May type and process birth certificates. May assist other workers with coding of records. May make copies of medical records, using duplicating equipment	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

Charting Clerk--May schedule and post results of laboratory tests to records.

MORGUE ATTENDANT (medical ser.)

355.667-010

Prepares bodies, specimens of human organs, and morgue room to assist Pathologist in postmortem examinations.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Places body in compartment tray of refrigerator or on autopsy table, using portable hoist and stretcher	
Lays out surgical instruments and laboratory supplies for postmortem examinations	
Washes table, storage trays, and instruments, sharpens knives, and replaces soiled linens	
Records identifying information for morgue file	
Releases body to authorized person	
May close post mortem incisions, using surgical needle and cord	
May fill cranium with plaster	
May feed, water, and clean quarters for animals used in medical research	
May prepare preserving solutions according to formulas	
May preserve specimens and stain slides	
May photograph specimens	

MORGUE ATTENDANT (continued)

ALTERNATE TITLES

UNDEFINED RELATED TITLES

MORTUARY BEAUTICIAN (per. ser.)

339.361-010

Prepares embalmed female bodies for interment.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Manicures nails, using files and nail polish, and performs other grooming tasks, such as arching and plucking eyebrows and removing facial hair, using depilatory cream and tweezers	
Shampoos, waves, presses, curls, brushes, and combs hair, and applies cosmetics on face to restore natural appearance, following photograph of deceased, or verbal or written description obtained from family . . .	
Dresses and arranges body in casket	
May select casket or burial dress, arrange floral displays, and prepare obituary notices	
May record personal effects delivered with body and information about deceased	
May wash and dry bodies, using germicidal soap and towels or hot air dryer	
May reshape or reconstruct damaged or disfigured areas of body, using such materials as cotton or foam rubber	

ALTERNATE TITLES

Embalmer Assistant

Funeral-Home Attendant

UNDEFINED RELATED TITLES

NURSE AIDE (medical ser.)

355.674-014

Assists in care of hospital patients, under direction of nursing and medical staff.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Answers signal lights and bells to determine patients' needs	
Bathes, dresses, and undresses patients	
Serves and collects food trays and feeds patients requiring help	
Transports patients to treatment units, using wheelchair or wheeled carriage, or assists them to walk	
Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights	
Dusts and cleans patients' rooms	
Changes bed linens, runs errands, directs visitors, and answers telephone	
Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed	
May apply compresses and hot water bottles	

ALTERNATE TITLES

Hospital Attendant

Nursing Assistant

UNDEFINED RELATED TITLES

Nurse Aide, Central Supply--May clean, sterilize, store, prepare, and issue dressing packs, treatment trays, and other supplies

Nurse Aide, Delivery--May prepare patients for delivery and clean delivery rooms

Nurse Aide, Nursery--May bathe, weigh, dress, and feed newborn babies

Nurse Aide, Surgery--May clean, sterilize, and assemble into packs, supplies and instruments used in surgery, and maintain cleanliness and order of operating rooms

NURSE AIDE, CENTRAL SUPPLY (medical ser.)

355.674-014

Assists in care of hospital patients, under direction of nursing and medical staff.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Answers signal lights and bells to determine patients' needs	
Bathes, dresses, and undresses patients	
Serves and collects food trays and feeds patients requiring help	
Transports patients to treatment units, using wheelchair or wheeled carriage, or assists them to walk	
Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights	
Dusts and cleans patients' rooms	
Changes bed linens, runs errands, directs visitors, and answers telephone	
Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed	
May apply compresses and hot water bottles	
May clean, sterilize, store, prepare, and issue dressing packs, treatment trays, and other supplies	

NURSE AIDE, CENTRAL SUPPLY (continued)

ALTERNATE TITLES

Nurse Aide

Hospital Attendant

Nursing Assistant

UNDEFINED RELATED TITLES

Nurse Aide, Delivery--May prepare patients for delivery and clean delivery rooms

Nurse Aide, Nursery--May bathe, weigh, dress, and feed newborn babies

Nurse Aide, Surgery--May clean, sterilize, and assemble into packs, supplies and instruments used in surgery, and maintain cleanliness and order of operating rooms

NURSE AIDE. DELIVERY (medical ser.)

355.674-014

Assists in care of hospital patients, under direction of nursing and medical staff.

GENERAL RESPONSIBLITIES	DATE PERFORMED SATISFACTORILY
Answers signal lights and bells to determine patients' needs	_____
Bathes, dresses, and undresses patients	_____
Serves and collects food trays and feeds patients requiring help	_____
Transports patients to treatment units, using wheelchair or wheeled carriage, or assists them to walk	_____
Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights	_____
Dusts and cleans patients' rooms	_____
Changes bed linens, runs errands, directs visitors, and answers telephone	_____
Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed	_____
May apply compresses and hot water bottles	_____
May prepare patients for delivery and clean delivery rooms	_____

ALTERNATE TITLES

Nurse Aide

Hospital Attendant

Nursing Assistant

UNDEFINED RELATED TITLES

Nurse Aide, Central Supply--May clean, sterilize, store, prepare, and issue dressing packs, treatment trays, and other supplies

Nurse Aide, Nursery--May bathe, weigh, dress, and feed newborn babies

Nurse Aide, Surgery--May clean, sterilize, and assemble into packs, supplies and instruments used in surgery, and maintain cleanliness and order of operating rooms

NURSE AIDE, NURSERY (medical ser.)

355.674-014

Assists in care of hospital patients, under direction of nursing and medical staff.

GENERAL RESPONSIBLITIES	DATE PERFORMED SATISFACTORILY
Answers signal lights and bells to determine patients' needs	
Bathes, dresses, and undresses patients	
Serves and collects food trays and feeds patients requiring help	
Transports patients to treatment units, using wheelchair or wheeled carriage, or assists them to walk	
Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights	
Dusts and cleans patients' rooms	
Changes bed linens, runs errands, directs visitors, and answers telephone	
Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed	
May apply compresses and hot water bottles	
May bathe, weigh, dress, and feed newborn babies	

ALTERNATE TITLES

Nurse Aide

Hospital Attendant

Nursing Assistant

UNDEFINED RELATED TITLES

Nurse Aide, Central Supply--May clean, sterilize, store, prepare, and issue dressing packs, treatment trays, and other supplies

Nurse Aide, Delivery--May prepare patients for delivery and clean delivery rooms

Nurse Aide, Surgery--May clean, sterilize, and assemble into packs, supplies and instruments used in surgery, and maintain cleanliness and order of operating rooms

NURSE AIDE, SURGERY (medical ser.)

355.674-014

Assists in care of hospital patients, under direction of nursing and medical staff.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Answer signal lights and bells to determine patients' needs	
Bathes, dresses, and undresses patients	
Serves and collects food trays and feeds patients requiring help . . .	
Transports patients to treatment units, using wheelchair or wheeled carriage, or assists them to walk	
Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights	
Dusts and cleans patients' rooms	
Changes bed linens, runs errands, directs visitors, and answers telephone	
Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed	
May apply compresses and hot water bottles	
May clean, sterilize, and assemble into packs, supplies and instruments used in surgery, and maintain cleanliness and order of operating rooms	

NURSE AIDE, SURGERY (continued)

ALTERNATE TITLES

Nurse Aide

Hospital Attendant

Nursing Assistant

UNDEFINED RELATED TITLES

Nurse Aide, Central Supply--May clean, sterilize, store, prepare, and issue dressing packs, treatment trays, and other supplies

Nurse Aide, Delivery--May prepare patients for delivery and clean delivery rooms

Nurse Aide, Nursery--May bathe, weigh, dress, and feed newborn babies

NURSING ASSISTANT (medical ser.)

355.674-014

Assists in care of hospital patients, under direction of nursing and medical staff.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Answers signal lights and bells to determine patients' needs	
Bathes, dresses, and undresses patients	
Serves and collects food trays and feeds patients requiring help	
Transports patients to treatment units, using wheelchair or wheeled carriage, or assists them to walk	
Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights	
Dusts and cleans patients' rooms	
Changes bed linens, runs errands, directs visitors, and answers telephone	
Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed	
May apply compresses and hot water bottles	

ALTERNATE TITLES

Hospital Attendant

Nurse Aide

UNDEFINED RELATED TITLES

Nurse Aide, Central Supply--May clean, sterilize, store, prepare, and issue dressing packs, treatment trays, and other supplies

Nurse Aide, Delivery--May prepare patients for delivery and clean delivery rooms

Nurse Aide, Nursery--May bathe, weigh, dress, and feed newborn babies

Nurse Aide, Surgery--May clean, sterilize, and assemble into packs, supplies and instruments used in surgery, and maintain cleanliness and order of operating rooms

OCCUPATIONAL THERAPY ASSISTANT (medical ser.)

076.364-010

Assists Occupational Therapist in administering occupational therapy program in hospital, related facility, or community setting for physically, developmentally, or emotionally handicapped clients.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Assists in evaluation of clients daily living skills and capacities to determine extent of abilities and limitations	
Assists in planning and implementing programs utilizing activities selected to restore, reinforce, and enhance task performances, diminish or correct pathology, and to promote and maintain health	
Designs and adapts equipment and working-living environment	
Fabricates splints	
Reports information and observations to supervisor	
Carries out general activity program for individuals or groups	
Assists in instructing patient and family in home programs as well as care and use of adaptive equipment	
Prepares work materials, assists in maintenance of equipment, and orders supplies	
May be responsible for maintaining observed information in client records	

OCCUPATIONAL THERAPY ASSISTANT (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES

OPERATING-ROOM TECHNICIAN (medical ser.)

079.374-022

Performs any combination of following tasks before, during, and after operation.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Washes, shaves, and sterilizes operative area of patient	
Scrubs hands and dons cap, mask, gown, and rubber gloves	
Places equipment and supplies in operating room according to Surgeon's I directions, and arranges instruments as specified by Nurse, General Duty	
Aids team to don gowns and gloves	
Maintains specified supply of such fluids as plasma, saline, blood, and glucose for use during operation	
Adjusts lights and other equipment as directed	
Washes and sterilizes used equipment, using germicides, autoclave, and sterilizer. Cleans operating room	
Counts sponges, needles, and instruments used during operation	
May assist in administering blood, plasma, or other injections and transfusions	
May hand Surgeon I instruments and supplies, hold retractors, and cut sutures, as directed during operation	

OPERATING-ROOM TECHNICIAN (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Surgical Technician	
Surgical Orderly	

OPHTHALMIC-TECHNICIAN APPRENTICE (ret. tr.)

713.361-010

Designs, fits, and adapts lenses and frames, utilizing written optical prescription.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Analyzes prescription in conjunction with client's vocational and avocational visual requirements	
Recommends specific lenses for safety and efficiency	
Assists client in selecting frames according to style and color, coordinating frames with facial and eye measurements and optical prescription	
Measures client's bridge and eye size, temple length, vertex distance, pupillary distance, and optical centers of eyes, using millimeter rule and light reflex pupilometer	
Prepares work order and instructions for grinding lenses and fabricating spectacles	
Adjusts frames and lens position to fit client by heating and shaping plastic and bending metal frames, using pliers and hands	
Instructs client on adapting and wearing spectacles and procedures for their care	
Sells optical goods, such as binoculars, plano sunglasses, magnifying glasses, and low vision aids	
Verifies exactness of finished lens spectacles	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

Optician, Contact-Lens Dispensing

OPTOMETRIC ASSISTANT (profess. & kin.)

079.364-014

Performs combination of the following tasks to assist Optometrist.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Obtains and records patient's preliminary case history	
Maintains records, schedules appointments, performs bookkeeping, correspondence, and filing	
Prepares patient for vision examination; assists in testing for near and far acuity, depth perception, macula integrity, color perception, and visual field, utilizing ocular testing apparatus	
Instructs patient in care and use of glasses or contact lenses	
Works with patient in vision therapy	
Assists patient in frame selection	
Adjusts and repairs glasses	
Modifies contact lenses	
Maintains inventory of materials and cleans instruments	
Assists in fabrication of eye glasses or contact lenses	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

ORDERLY (medical ser.)

355.674-018

Performs any combination of following duties, as directed by nursing and medical staff, to care for hospitalized patients.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Bathes patients and gives alcohol rubs	
Cleans and shaves hair from skin area of operative cases	
Measures and records intake and output of liquids, and takes and records temperature, and pulse and respiration rate	
Gives enemas	
Carries meal trays to patients	
Lifts patients onto and from bed, and transports patients to hospital areas, such as operating and X-ray rooms, by rolling bed, or using wheelchair or wheeled stretcher	
Sets up equipment, such as oxygen tents, portable X-ray machines, and overhead irrigation bottles	
Places anesthesia equipment near operating table, and assists in holding patient on table during administration of anesthetic	
Sets up bone fracture equipment and assists Physician in putting on casts and braces	
Maintains supply of hospital clothing for attending Physicians	
Makes beds and collects soiled linen	

ORDERLY (continued)

Cleans rooms and corridors . . . . . _____

Bathes deceased patients, accompanies body to morgue, and places personal belongings in mortuary box . . . . . _____

May administer catheterizations and bladder irrigations . . . . . _____

May accompany discharged mental patients home, or those transferred to other institutions . . . . . _____

ALTERNATE TITLES

UNDEFINED RELATED TITLES

ORDERLY (X-RAY)(medical ser.)

355.674-014

Assists in care of hospital patients, under direction of nursing and medical staff.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Answers signal lights and bells to determine patients' needs	
Bathes, dresses, and undresses patients	
Serves and collects food trays and feeds patients requiring help	
Transports patients to treatment units, using wheelchair or wheeled carriage, or assists them to walk	
Drapes patients for examinations and treatments, and remains with patients, performing such duties as holding instruments and adjusting lights	
Dusts and cleans patients' rooms	
Changes bed linens, runs errands, directs visitors, and answers telephone	
Takes and records temperature, pulse and respiration rates, and food and liquid intake and output, as directed	
May apply compresses and hot water bottles	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

ORTHODONTIC GOLD-BAND MAKER (medical ser.)

712.381-026

Makes gold bands used for straightening teeth.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Examines specification sheet to determine dimensions and physical characteristics of band	
Cuts gold ingot to specified size, using hand shears	
Rolls gold to soften and decrease its thickness until required thickness is obtained	
Anneals gold as necessary to soften and condition it [ANNEALER (jewelry)]	
Immerses gold in water to cool	
Solders or welds gold pieces together to form band, using soldering gun and tack-welding equipment	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

ORTHODONTIC TECHNICIAN (medical ser.)

712.381-030

Constructs and repairs appliances for straightening teeth according to Orthodontist's prescription.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Shapes, grinds, polishes, carves, and assembles metal and plastic appliances, such as retainers, tooth bands, and positioners, using spatula, pliers, soldering torch, and electric grinders and polishers .	
Tests appliance for conformance to specifications, using articulator .	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

ORTHOPEDIC PHYSICIAN ASSISTANT (medical ser.)

079.364-018

Provides patient services under direct supervision and responsibility of doctor of medicine or osteopathy.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Elicits detailed patient histories and does complete physical examinations	
Reaches tentative diagnosis and orders appropriate laboratory tests	
Counsels patient and family on health and disease	
Sutures minor wounds, assists in surgery, applies and removes cast and traction apparatus, and performs other therapeutic procedures under supervision of doctor of medicine or osteopathy	
May have special training in particular medical specialty	

ALTERNATE TITLES

Physician Assistant

UNDEFINED RELATED TITLES

Child Health Associate

Gynecologist Assistant

Surgeon's Assistant

Urologic Physician Assistant

ORTHOTICS ASSISTANT (per. protect. & med. dev.)

078.361-022

Assists Orthotist in providing care to patients with disabling conditions of limbs and spine by fabricating and fitting devices known as orthoses.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Under guidance of and in consultation with Orthotist, makes assigned casts, measurements, model modifications, and layouts	
Performs fitting, including static and dynamic alinements	
Evaluates orthoses on patient to insure fit, function, cosmesis, and workmanship	
Repairs and maintains orthoses	
May be responsible for performance of other personnel	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

Orthotics-Prosthetics Assistant--May perform functions of Prosthetics Assistant.

OUT-PATIENT CLINIC GUIDE (medical ser.)

355.677-014

Directs or escorts incoming patients or visitors from hospital admitting office or reception desk to designated area in hospital or clinic.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Carries patient's luggage	
Assists patient in walking to prevent accidents by falling, or transports nonambulatory patient, using wheelchair	
Delivers messages and file papers for office staff	

ALTERNATE TITLES

Hospital Messenger

Hospital Entrance Attendant

UNDEFINED RELATED TITLES

180

PHARMACY HELPER (medical ser.)

074.387-010

Assist pharmacist

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Mixes pharmaceutical preparations under direction of pharmacist	
Prepares inventory and orders supplies to maintain stock levels	
Receives and places supplies in stock	
Labels drugs, chemicals and other pharmaceutical preparations as directed by pharmacist	
Delivers drug orders and runs errands	
Cleans equipment and work areas in the pharmacy	
Washes and sterilizes bottles, beakers, and other glassware according to prescribed methods	
Computes charges for drugs	
Engages in other functions designated by and under the pharmacist supervision	

ALTERNATE TITLES

Pharmacy Clerk

UNDEFINED RELATED TITLES

PHYSICAL THERAPY AIDE (medical ser.)

355.354-010

Prepares patients for physical therapy treatments, assists Physical Therapist or Physical Therapist Assistant during administration of treatments, and administers routine treatments.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Assists patient to dress, undress, and put on and remove assistive and supportive devices, such as braces, splints, and slings, prior to and after treatments	
Secure patient into or onto therapy equipment	
Supports, turns, and stabilizes patient to assist physical therapist or physical therapy assistant to administer treatments, tests and evaluations	
Administers routine treatments, such as hydrotherapy, hot and cold packs, and paraffin bath	
Safeguards, motivates, and assists patients practicing exercises and functional activities	
Observes patients during treatments and reports signs of fatigue, distress, or other problems	
Transports patients to and from treatment areas and transfers patients between conveyances and treatment equipment, using transfer techniques appropriate to patient's condition	
Changes linen and arranges treatment supplies and equipment according to standard procedures or written or oral instructions	
Cleans work area and equipment after treatment	

PHYSICAL THERAPY AIDE (continued)

Prepares hydrotherapy equipment at appropriate temperature and adds disinfectant solutions. . . . . _____

Performs miscellaneous clerical and related duties, such as answering telephone, taking message, running errands, delivering messages, and filing patient's records . . . . . _____

May record treatment given and equipment used . . . . . _____

May inventory and requisition supplies and equipment . . . . . _____

May adjust fit of supportive and assistive devices for patients, as instructed . . . . . _____

May be assigned to specific type of treatment or patient service . . . _____

ALTERNATE TITLES

Physical Therapy Attendant

UNDEFINED RELATED TITLE

Physical Therapy Aide

Hydrotherapy

Physical Therapy Aide, Transport

PHYSICAL THERAPIST ASSISTANT (medical ser.)

076.224-010

Administers physical therapy treatments to patients, working under direction of and as assistant to Physical Therapist.

GENERAL RESPONSIBLITIES	DATE PERFORMED SATISFACTORILY
Administers noncomplex active and passive manual therapeutic exercises, therapeutic massage, and heat, light, sound, water, and electrical modality treatments, such as ultrasound, electrical stimulation, ultraviolet, infrared, and hot and cold packs to treat patients with relatively stable conditions	_____
Administers traction to relieve neck and back pain, using intermittent and static traction equipment	_____
Instructs, motivates, and assists patients in learning and improving functional activities, such as preambulation, transfer, ambulation, and daily-living activities	_____
Observes patients during treatments and compiles and evaluates data on patients' responses to treatments and progress and reports orally or in writing to Physical Therapist	_____
Fits patients for, adjusts, and trains in use and care of orthoses, prostheses, and supportive devices, such as crutches, canes, walkers, and wheelchairs	_____
Confers with members of physical therapy staff and other health team members, individually and in conference, to exchange, discuss, and evaluate patient information for planning, modifying, and coordinating treatment programs	_____

PHYSICAL THERAPIST ASSISTANT (continued)

Gives orientation to new Physical Therapist Assistants and directs and gives instructions to Physical Therapy Aides . . . . . _____

Performs various clerical tasks, such as taking inventory, ordering supplies, answering telephone, taking messages, and filling out forms . _____

May measure patient's range of joint motion, length and girth of body parts, and vital signs to determine effects of specific treatments or to assist Physical Therapist to compile data for patients evaluations . . . . . _____

May monitor treatments administered by Physical Therapy Aides . . . . . _____

ALTERNATE TITLES

Physical Therapy Technician

UNDEFINED RELATED TITLES

PODIATRIC ASSISTANT (medical ser.)

079.374-018

Assists Podiatrist in patient care.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Prepares patients for treatment, sterilizes instruments, performs general office duties, and assists Podiatrist in preparing dressings, administering treatments, and developing X rays	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

POOLING OPERATOR (drug. prep. & rel. prod.; medical ser.)

599.687-026

Siphons human blood plasma into pooling bottles for processing or storage.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Removes cap from donor bottle and punctures stopper with needle	
Connects vacuum pump to donor and pool bottles, using sterile glass and rubber tubing	
Opens vacuum valve to siphon plasma into pooling bottle	
Draws off and labels sample from each pool bottle	
May introduce sterile, compressed air into pool bottles to transfer plasma to individual containers	

ALTERNATE TITLES

Laboratory Assistant

Siphon Operator

UNDEFINED RELATED TITLES

PROSTHETICS ASSISTANT (per. protect. & med. dev.)

073.361-026

Assists Prosthetist in providing care to patients with partial or total absence of limb by fabricating and fitting devices known as prostheses.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Under direction of Prosthetist, makes assigned casts, measurements, and model modifications	
Performs fitting, including static and dynamic alinements	
Evaluates prosthesis on patient to insure fit, function, cosmesis and quality of work	
Repairs and maintains prostheses	
May be responsible for performance of other personnel	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

PSYCHIATRIC AIDE (medical ser.)

355.377-014

Assists mentally ill patients, working under direction of nursing and medical staff.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Accompanies patients to shower rooms, and assists them in bathing, dressing, and grooming	
Accompanies patients to and from wards for examination and treatment, and administers prescribed medications	
Assists patients in becoming accustomed to hospital routine and encourages them to participate in social and recreational activities, such as visiting, sports, and dramatics to promote rehabilitation	
Observes patients to ensure that none wanders from grounds	
Feeds patients or attempts to persuade them to eat, and notes reasons for rejection of food	
Observes patients to detect unusual behaviors, and aids or restrains them to prevent injuries to themselves or other patients	
May escort patients off grounds for medical or dental treatment, to library for selection of reading materials, and to church services, motion pictures, or athletic contests	
May clean rooms, wards furnishings, walls, and floors, using water, detergents and disinfectants	
May change bed linens	

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Assistant Therapy Aide	Ward Supervisor--May be designated, when responsible for patient care and other services of a single ward.
Asylum Attendant	
Charge Attendant	
Psychiatric Attendant	
Ward Attendant	

SIPHON OPERATOR (drug. prep. & rel. prod.; medical ser.)

599.687-026

Siphons human blood plasma into pooling bottles for processing or storage.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Removes cap from donor bottle and punctures stopper with needle	
Connects vacuum pump to donor and pool bottles, using sterile glass and rubber tubing	
Opens vacuum valve to siphon plasma into pooling bottle	
Draws off and labels sample from each pool bottle	
May introduce sterile, compressed air into pool bottles to transfer plasma to individual containers	

ALTERNATE TITLES

Laboratory Assistant

Pooling Operator

UNDEFINED RELATED TITLES

SPECTACLES ADJUSTER (ret. tr.)

299.474-010

Measures and fits customers with eyeglass frames and contact lenses.

GENERAL RESPONSIBLITIES	DATE PERFORMED SATISFACTORILY
Reads prescription of Optometrist or Ophthalmologist to obtain lens specifications	_____
Measures customer for size of eyeglass, using millimeter rule, and adjusts or shapes frames, using pliers and other handtools and hot salt and glass bend trays to heat and bend or reshape frames	_____
Suggests choice of frame by advising on size and shape complimentary to facial features	_____
Prepares work order to forward to optical laboratory for fabrication of prescription lenses, and mounting of lenses in frames, according to frame specifications	_____
Adjusts finished eyeglasses to fit customer by heating and shaping plastic, or by bending metal frame, using pliers	_____
May specialize in fitting contact lenses for customers	_____
May sell goods items, such as binoculars, cameras, and sunglasses . . .	_____
May mount lenses in frames	_____

ALTERNATE TITLES

Optician, Dispensing

UNDEFINED RELATED TITLES

Optician, Contact-Lens Dispensing

STERILIZER: AUTOCLAVE OPERATOR (medical ser.)

599.585-010

Tends autoclave that sterilizes drug products, containers, supplies, instruments, and equipment.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Places articles in autoclave manually or by use of electric hoist . . .	
Secures door or lid, turns dials to adjust temperature and pressure, and opens steam valve	
Shuts off steam and removes sterilized articles after specified time. .	
Records time and temperature setting and gage readings	
May wrap supplies and instruments in paper or cloth preparatory to sterilizing	

ALTERNATE TITLES

UNDEFINED RELATED TITLES

SURGICAL ORDERLY (medical ser.)

079.374-022

Performs any combination of following tasks before, during, and after operation.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Washes, shaves, and sterilizes operative area of patient	
Scrubs hands and dons cap, mask, gown, and rubber gloves	
Places equipment and supplies in operating room according to Surgeon's I directions, and arranges instruments as specified by Nurse, General Duty	
Aids team to don gowns and gloves	
Maintains specified supply of such fluids as plasma, saline, blood, and glucose for use during operation	
Adjusts lights and other equipment as directed	
Washes and sterilizes used equipment, using germicides, autoclave, and sterilizer. Cleans operating room	
Counts sponges, needles, and instruments used during operation	
May assist in administering blood, plasma, or other injections and transfusions	
May hand Surgeon I instruments and supplies, hold retractors, and cut sutures, as directed during operation	

SURGICAL ORDERLY (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Surgical Technician	
Operating-Room Technician	

SURGICAL TECHNICIAN (medical ser.)

079.374-022

Performs any combination of following tasks before, during, and after operation.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Washes, shaves, and sterilizes operative area of patient	
Scrubs hands and dons cap, mask, gown, and rubber gloves	
Places equipment and supplies in operating room according to Surgeon's I directions, and arranges instruments as specified by Nurse, General Duty	
Aids team to don gowns and gloves	
Maintains specified supply of such fluids as plasma, saline, blood, and glucose for use during operation	
Adjusts lights and other equipment as directed	
Washes and sterilizes used equipment, using germicides, autoclave, and sterilizer. Cleans operating room	
Counts sponges, needles, and instruments used during operation	
May assist in administering blood, plasma, or other injections and transfusions	
May hand Surgeon I instruments and supplies, hold retractors, and cut sutures, as directed during operation	

SURGICAL TECHNICIAN (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Surgical Orderly	
Operating-Room Technician	

TESTER HELPER (any ind.)

381.687-022

Cleans laboratory equipment, such as glassware, metal instruments, sinks, tables, and test panels, using solvents, brushes, and rags.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Mixes water and detergents or acids in container to prepare cleaning solution according to specifications	
Washes, rinses, and dries glassware and instruments, using water, acetone bath, and cloth or hot-air dryer	
Scrubs walls, floors, shelves, tables, and sinks, using cleaning solution and brush	
May sterilize glassware and instruments, using autoclave	
May fill tubes and bottles with specified solutions and apply identification labels	
May label and file microscope slides	
May arrange specimens and samples on trays to be placed in incubators and refrigerators	
May deliver supplies and laboratory specimens to designated work areas, using handtruck	
May tend still that supplies laboratory with distilled water	

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Equipment Washer	Glass Washer, Laboratory--May clean glassware only
Laboratory Aid	
Laboratory Assistant	
Laboratory Helper	
Laborer, Laboratory	
Cleaner, Laboratory Equipment	

WARD CLERK (medical ser.)

245.362-014

Prepares and compiles records in hospital nursing unit, such as obstetrics, pediatrics, or surgery.

GENERAL RESPONSIBILITIES	DATE PERFORMED SATISFACTORILY
Records name of patient, address, and name of attending physician to prepare medical record on new patients	
Copies information such as patient's temperature, pulse rate and blood pressure from nurses' record onto patient's medical records	
Records diet instructions	
Keeps file of medical records on patients in unit	
Prepares notice of patient's discharge to inform business office	
Requisitions supplies designated by nursing staff	
Answers telephone and relays messages to patients and medical staff.	
Directs visitors to patients' rooms	
Distributes mail, newspapers and flowers to patients	
May compile census of patients	
May assist in patient care and services, such as dressing and feeding patient	
May keep records of absences and hours worked by unit personnel	

WARD CLERK (continued)

ALTERNATE TITLES	UNDEFINED RELATED TITLES
Floor Clerk	